



Coordinator, Secondary Special Education

Non-Classified Classification

Open for Recruitment: August 11, 2015 – Open until filled

Announcement # NONCLS017914

Salary: \$26.45 - \$31.25 per hr. (\$55,016 - \$65,000 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Secondary Special Education Coordinator to support the Special Education and Exceptional Children department.

The Secondary Special Education Coordinator is a part of the special education team with key responsibilities for ensuring that school districts have the information and supports necessary to serve students with disabilities and are in compliance with the Individuals with Disabilities Education Act (IDEA). This position would, among other tasks, make presentations at education conferences and workshops regarding special education requirements and effective practices, provide training and technical assistance to school district personnel, assist in monitoring school districts for compliance with state and federal special education laws and participate in instructional reviews.

This position requires an understanding of special education rules, regulations and experience providing special education services. Approximately 20% travel time throughout the state is required for training and monitoring. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Participate in program planning, development, training, and implementation.
- Work with State Department of Education (SDE) staff in determining trends and resolving technical problems related to the SDE general supervision responsibilities of IDEA.
- Review, evaluate, develop and implement effective service delivery methods, activities, out puts to identify problems and recommend improvements.
- Assists the Special Education Monitoring Coordinator to monitor and ensure SDE and school district compliance with state and federal laws and evaluation and monitoring of progress toward goals.
- Coordinate special education program monitoring and improvement activities with the Statewide System of Support.
- Work with SDE Teacher Certification regarding professional licensure standards for special education personnel and related service providers.
- Compile statistical and narrative data and write reports of trends and findings for management review and use in state and federally required reports.
- Assist in the development and provision of technical assistance and support to local education agencies regarding state and federal monitoring and program improvement procedures.
- Make presentations and provide training to small and large groups using face to face and distance education methods.
- Develop resources and materials to assist the SDE and local education agencies in carrying out monitoring and program improvement activities.
- Respond to inquiries and advise others on the SDE monitoring procedures for compliance with state and federal laws.
- Assist in organizing groups, task forces, or advisory committees.

- Provide administrative activities and support related to the special education monitoring system, requiring frequent contact with SDE staff, the public and local education agencies.
- Maintenance of a Student Achievement and School Improvement Division training calendar.
- Adhere to the program philosophy, approaches, policies, and practices of the SDE.
- Other duties as assigned.

QUALIFICATIONS:

- Applicants must have a Bachelor's degree in education or special education from an accredited college or university. Master's degree preferred. Consideration will be given for advanced degrees/experience in law and due process procedures.
- Applicant must have a minimum of three years' experience in the field of special education, or closely related field, in a position with direct experience providing special education services to students with disabilities. Additional consideration will be given for experience in program evaluation, compliance monitoring, in-service training, and provision of technical assistance, experience as a supervisor or director of special education, school administration or similar positions.
- Applicant needs knowledge of the theory and practice of public education, including understanding of systemic planning.
- Applicant needs to have extensive knowledge of the delivery of special education service design and delivery under IDEA and No Child Left Behind (Elementary and Secondary Education Act).
- Comprehensive knowledge of the characteristics, diagnosis and methods of special education of exceptional children ages 3-21 is needed.
- Applicant must have the ability to communicate well orally and in writing with a variety of constituent groups.
- Applicant must have interpersonal skills and abilities to work effectively as a member of a team, promote team goals and maintain team climate.
- Good knowledge of office support functions including word processing; filing; composing a variety of business documents; reception and researching, compiling, and summarizing data for reports.
- Ability to prioritize and organize multiple activities to reach established goals.
- Ability to travel periodically to provide technical assistance and training throughout the state.
- Ability to establish and maintain effective and collaborative working relationships with school districts, advisory, and community groups regarding special education.

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration. The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Applicant screening will continue until the position is filled. The State Department of Education seeks to fill this position as soon as possible, but a later start date is negotiable.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

Thank you for your interest in employment with the State Department of Education!

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment